

## Procedures for complying with the Title I Comparability Requirements

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### **(Date) – Gather information**

Obtain the following reports from district staff:

- 40<sup>th</sup> day student count from (person/reporting system)
- District staffing positions by school site from (person/reporting system)
  - Report should represent staffing around the 40<sup>th</sup> day time period
- All reports will be retained at (location/computer folder/etc.)

### **(Date) – Calculate Comparability/File Exemption**

Prepare the comparability tables in the comparability workbook

- (Describe method used if applicable)
- (Describe exemption used if applicable)

### **(Date) – Review Calculation/Exemption with Business Manager/Superintendent**

Review outcome of (Calculation/Exemption)

- Make recommendations if shown not comparable
- Review other methods to ensure comparability can be shown

### **(Date) – Submit Comparability/Exemption report to the Department of Education**

Comparability report can be filed through ALEAT

- Supporting evidence should be filed with the workbook

Assurance of Comparability is filed through Academic Achievement Reports biennially attesting that our sites are meeting comparability or are exempt.